



Natural Resources Conservation Service
One Credit Union Place, Suite 340
Harrisburg, PA 17110-2993
Phone No. 717-237-2100

January 5, 2007

PENNSYLVANIA BULLETIN NO. PA 250-7-1

SUBJECT: FNM - ACCOUNTABILITY SYSTEM DEFINITIONS

Purpose: To clarify and provide guidance for the appropriate codes for time charges pertinent to Pennsylvania.

Expiration Date: October 1, 2007

Background. In the past Pennsylvania has focused on getting the correct program charged. After evaluating time charges from last year it became apparent that clarification on activity codes is needed. In addition, many Counties have inquired about how time should be charged under the **program-specific activity codes**.

Explanation. NRCS employees charge time to **program-specific activity codes** in WebTCAS. The complete set of activity codes by program and their definitions are available in the Integrated Accountability System section of the Accountability page on the my.NRCS website, as well as on the WebTCAS homepage under Program Descriptions.

Attached is a spreadsheet that shows the programs and activity codes specific to Pennsylvania.

Action. Review the updated activity code definitions and check to insure that you are charging time appropriately in WebTCAS. Time keepers will also ensure/certify that the times charges are done properly.

Instructions for using the spreadsheet. Identify the program then look for available activity codes in the same column as the program desired. If you do not know what the activity code is, click on the red button. This will take you to the definition. By process of elimination one can determine which code their time should be charged to (program and activity code). Note: When the excel spreadsheet is opened it prompts to disable or enable macros, click enable.

Contact. If you have any questions, contact your time keeper.
Time keepers if you have any questions contact Craig Aiello at 717-237-2253.

/s/

Craig R. Derickson
State Conservationist

Attachments (1)
Distribution: SO, AO, & FO